



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Human Resources Assistant
3	Posting Number	PN# 103049
4	Department	Human Resources
5	Division	Benefits
6	Section	Eligibility
7	Reporting Location	611 Walker, 4 th floor
8	Workdays & Hours	M – F, 8 AM -5 PM*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
➤Log, track, audit, copy, and send life insurance claims to carrier.
➤Notify medical and dental carrier of deceased members.
➤Log, track, audit, copy LTD claims and send to administrator.
➤Process requests for voluntary life.
➤Process Workers Comp report and send LTD information as needed.
➤Maintain life, LTD and Accrued Leave Donation files.
➤Facilitate monthly New Employee Orientation.
➤Assist callers with questions.
➤Other tasks as assigned.

10 **WORKING CONDITIONS:**
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting , temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS:**
Requires a Bachelor’s degree in Business Administration, Social Sciences, Liberal Arts or other related field...

12 **MINIMUM EXPERIENCE REQUIREMENTS:**
None required. Pertinent human resources experience at the professional level may be substituted for the educational requirement on a year for year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
None

14 **PREFERENCES**
Preference will be given to candidates with related benefits experience; proficiency in Microsoft Word and Excel; excellent communication skills; good mathematical ability; ability to coordinate multiple tasks.

15 **SELECTION/SKILLS TESTS REQUIRED**
None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 13
\$824 - \$1,105 Biweekly \$21,424 - \$28,730 Annually

18 **OPENING DATE** February 9, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.**

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